



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PUBLIC ASSISTANCE INVESTIGATOR TRAINEE	Class No. 005726
PUBLIC ASSISTANCE INVESTIGATOR I	Class No. 005727
PUBLIC ASSISTANCE INVESTIGATOR II	Class No. 005728

■ CLASSIFICATION PURPOSE

To perform a wide variety of field investigative duties related to Public Assistance Fraud; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in these classes are allocated only to the Office of the District Attorney. Incumbents are sworn peace officers, as defined in Penal Code Section 830.35, with law enforcement duties. These classes are distinguished from the District Attorney Investigator class series in that the former focus on public assistance fraud investigations, while the latter investigate a wide variety of criminal and civil matters.

Public Assistance Investigator Trainee:

This is the trainee-level class in the series. Under immediate supervision, incumbents acquire working knowledge of rules and regulations governing public assistance programs and perform routine public assistance fraud investigations.

Public Assistance Investigator I:

This is the entry-level class in the series. Under general supervision, incumbents perform increasingly responsible investigative duties related to suspected fraudulent application submission for and receipt of public assistance.

Public Assistance Investigator II:

This is the journey-level class in the series. Under general supervision, incumbents perform the full range of investigative duties related to suspected fraudulent application submission for and receipt of public assistance, and provide technical guidance and training to subordinate Public Assistance Investigators.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

The following apply to all classes:

1. Reviews public assistance applications, records, and documents to determine eligibility and to detect fraud.
2. Locates and interviews principals and witnesses.
3. Assists in internal investigations of County employees.
4. Prepares arrest and search warrants and participates in the execution of Federal, State, and local arrest and search warrants.
5. Prepares reports for use in the evaluation and prosecution of fraud cases.
6. Analyzes books, records, and accounts related to public assistance case referrals.
7. Collects, compiles, provides for preservation, and analyzes factual information and evidence.
8. Prepares diagrams, charts, scale drawings; and photographs crime scenes and other items of evidence.

9. Serves subpoenas.
10. Assists Deputy District Attorneys in arranging appearance of witnesses at trials and hearings, and in presenting evidence in court.
11. Testifies in court and in administrative hearings.
12. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

Public Assistance Investigator II:

1. Provides technical guidance and training to subordinate Public Assistance Investigators.

Non-Essential Functions:

1. Maintains logs, records and files.
2. Assists in surveillance and undercover operations.
3. Assists in investigations for the Grand Jury and out-of-state law enforcement agencies in public assistance-related investigations.
4. Operates electronic equipment.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Principles and techniques of investigation, particularly as it applies to suspected fraudulent application for and receipt of public assistance.
- Principles and techniques of identification, preservation and presentation of evidence as it relates to public assistance programs.
- Principles and techniques of interviewing and interrogation.
- Rules and regulations governing a wide variety of public assistance programs including Aid to Families with Dependent Children, General Relief, Food Stamps, Medi-Cal, Housing Authority, County Medical Services and International Assistance/Refugee Assistance.
- Rules of evidence and courtroom procedures.
- Laws of arrest, and search and seizure.
- Telephone office, and online etiquette.
- County customer service objectives and strategies.

Public Assistance Investigator II:

- Principles and Techniques of supervision and training.

Skills and Abilities to:

The following apply to all classes:

- Gather, assemble, analyze, and evaluate facts and evidence to draw logical conclusions and make sound recommendations.
- Interpret and apply rules and regulations governing public assistance programs.
- Communicate effectively, orally and in writing.
- Obtain information through interview and interrogation.
- Prioritize and manage a caseload.
- Prepare investigative reports.
- Prepare and execute legal documents, such as subpoenas, affidavits, and warrants.
- Operate photographic, electronic, and recording equipment.
- Prepare diagrams, charts, and drawings.
- Maintain logs, records, and files.
- Establish and maintain effective working relationships with county staff, representatives from other agencies and the public.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Public Assistance Investigator Trainee:

1. One (1) year of experience performing field investigations in law enforcement, revenue and recovery, tax collection, or in a public prosecution agency. Qualifying experience must include conducting interviews to collect and verify information; compiling and analyzing findings and data; interpreting and applying rules and regulations; and preparing reports for prosecution of cases; OR,
2. One (1) year of experience in a public social services agency determining initial and continuing eligibility for public assistance; OR,
3. Completion of the California POST certified basic law enforcement training academy; OR,
4. Completion of the California POST Specialized Investigators' Basic Course.

Public Assistance Investigator I:

1. One (1) year of investigative experience at the level of Public Assistance Investigator Trainee with the County of San Diego, or as a welfare fraud investigator in a California County; OR,
2. One (1) year of full time experience conducting criminal investigations for a law enforcement agency.

Public Assistance Investigator II:

1. One (1) year of experience at the level of a Public Assistance Investigator I with the County of San Diego; OR,
2. Two (2) years of full time experience conducting criminal investigations for a law enforcement agency.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: standing, sitting, bending and stooping, walking, twisting of waist, side-to-side turning of neck; fine finger dexterity to operate keyboards, writing materials and other equipment including firearms, cameras, binoculars and tape recorders; occasional carrying, climbing, crawling, jumping, pushing, pulling, running and squatting.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

Certification/Registration

Incumbents in these classes are peace officers, as defined in California Penal Code Section 830.35.

Working Conditions

Office environment; exposure to computer screens. May be required to perform investigative duties and assignments during irregular work hours.

Physical Requirements

Essential and non-essential functions may require maintaining physical condition necessary to the performance of assigned duties and responsibilities, which may include: subduing and restraining resisting individuals; chasing crime perpetrators and other suspects; running, walking, crouching or crawling; moving equipment and injured persons; climbing stairs; and walking, standing, or sitting for extended periods of time.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a polygraph or other examination or test.

Medical/Psychological Examination:

Prior to appointment, candidates must be found by a licensed physician, to be free from any physical, emotional or mental conditions which might adversely affect exercising the powers of a peace officer. Employment offers are contingent on passing a rigid medical examination and a psychological evaluation. Vision must be at least 20/100 in each eye, correctable to 20/30 or better.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: April 3, 1993

Reviewed: Spring, 2004

Revised: October 20, 2004

Revised: January 2006 - VEC

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